

Department of Accounts



The CIPPS leave accounting system provides a standard system for recording and processing employee leave data in accordance with Rule 10 of the Virginia Personnel Act.

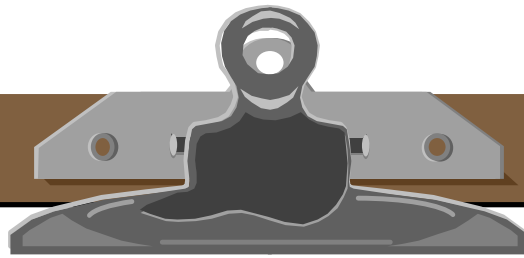
Reference CAPP Manual Volume No. 1, Function 40000

Presenters:

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Agenda

- **Welcome**
- Introduction**
- Housekeeping**
- Parking**
- Telephone**
- **Rest Rooms**
- Breaks/Lunch**
- Course Objective**
- Training Manual**
- **Evaluation**

Learning Points

- Basic navigation through CIPPS-Leave – reference CAPP Topic No. 50110, CIPPS Navigation
- System defaults for employee leave status indicators
- Difference between activity and maintenance transactions
- Importance of audit trail in correcting errors
- Effects of transactions on leave balances and accruals
- Online data entry of leave transactions
- Review of online leave balance screens
- Basic understanding of Reports generated

GENERAL CIPPS LEAVE INFORMATION FORM

I. COMPANY CONTACTS

COMPANY NUMBER

0	0			
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COMPANY NAME

PRIMARY
CIPPS LEAVE
COORDINATOR

SECONDARY
CIPPS LEAVE
COORDINATOR

(NAME)

(NAME)

(TITLE)

(TITLE)

(TELEPHONE #)

(TELEPHONE #)

APPROXIMATE NUMBER OF SALARIED EMPLOYEES:

II. DISTRIBUTION OF REPORTS

CIPPS LEAVE REPORTS WILL BE DISTRIBUTED FROM THE REPORTS DISTRIBUTION SECTION, DEPARTMENT OF ACCOUNTS – 2ND FLOOR. SO THAT YOUR REPORTS CAN REACH YOU QUICKLY, PLEASE INDICATE YOUR PREFERRED MAILING METHOD (CHECK ONE):

☐ INTERAGENCY MAIL

☐ U.S. MAIL/UPS

☐ REMOTE PRINTING

☐ MICROFICHE

☐ AGENCY PICKUP IN REPORTS DISTRIBUTION SECTION

MAILING ADDRESS

(NAME)

(TITLE)

(TELEPHONE #)

L-5
4/1/94

CIPPS Leave Accounting Screens

<u>SCREENS</u>		<u>LITERAL</u>
<i>HPIUS</i>	-	<i>Employee Leave Status</i>
<i>HMSUA</i>	-	<i>Leave Activity Detail</i>
<i>HMSUM</i>	-	<i>Leave Maintenance Detail</i>
<i>HMSUC</i>	-	<i>Leave Accounting Batch Totals</i>
<i>HMSUD</i>	-	<i>Leave Accounting Batch Deletion</i>
<i>HMSUS</i>	-	<i>Leave Accounting Batch Summary</i>
<i>HPHUN</i>	-	<i>Leave Balances</i>
<i>HPIUN</i>		<i>Leave Balances (Accumulators)</i>
<i>HPFUN</i>	-	<i>Employee Compensatory Leave Balances</i>
<i>HPEUN</i>		<i>Employee Recognition Leave Balances</i>
<i>HQFUI</i>	-	<i>Agency Leave History Requests</i>
<i>HPDUN</i>	-	<i>Employee Bonus Leave Balances</i>

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--	--	--	--	--	--	--	--	--	--

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--	--	--	--	--	--	--	--	--	--

FIRST

M

LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
 U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
 Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
 U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
 Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
 N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
 1 - MAXIMUM OF 240 HRS.
 2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
 Y - ELIGIBLE

PERIOD START DATE

--	--

--	--

--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

SDP RECIPIENT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

____ N - NO
 Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
 N - NO
 N - NO
 Y - YES

COMP. LEAVE STATUS

.....

L - 4
 1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

> GUH 10010,00700700700

ON HPIUS

----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 00700700700

NAME-----> ROGER MOORE

_ ANNUAL LEAVE-----> Y YES	SICK LEAVE-----> N - NO
FLSA STAT-----> E EXEMPT	OVERTIME LEAVE MAX---> 0 - 0 HOURS
COMP LEAVE STATUS-----> Y YES	SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT-----> N NO	SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00	SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE-----> 00/00/0000	60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE-----> 00/00/0000	ADJUSTED EMP DATE-----> 00/00/0000
END LEAVE DATE-----> 00/00/0000	PROCESS IND-----> _ YES

03/26/1999 14:54:40 M3L1 CIP5 _____

In completing the following examples, please use a date that falls within the **02/25/2005** pay period (Period Start Date is **03/01/2005**), unless otherwise stated. Blank forms are provided following these examples.

ON-LINE STATUS CHANGES

1. Wayne White (66666666600) is a new full time salaried employee to your agency with prior service which dates back to 5/16/1987 and is subject to the FLSA (Fair Labor Standards Act). He is considered a non-exempt employee, 100% employed, with a maximum overtime accrual limit of 240 hours and is exempt from earning compensatory leave since all compensatory leave is paid to employees. Mr. White is not a participant in the VSDP and has no leave balances to be loaded.

2. Taft Wilbur (01010101000) is a new salaried employee working half-time and has no prior state service. He is an exempt employee.

3. Jane Thompson (22422422400) has been selected as the agency head and is no longer eligible to accrue leave according to existing policies. All previous leave balances for Ms. Thompson have been deleted. Please enter the proper change which will prohibit all leave processing for this employee.

4. Roger Moore (00700700700), a non-participant in the VSDP, has been on leave without pay for three pay periods. His period start date remains at 01/16/XX. He returned to work on 02/25/99. Please make the necessary changes on the Leave Status Inquiry/Update screen to allow for the current period leave processing if his adjusted employment date is:
 - A. 05/01/1980
 - B. 03/01/1985

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--

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FIRST

M

LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
1 - MAXIMUM OF 240 HRS.
2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
Y - ELIGIBLE

PERIOD START DATE

--	--

--	--

--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

SDP RECIPIENT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

____ N - NO
Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
N - NO
N - NO
Y - YES

COMP. LEAVE STATUS

.....

L - 4
1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--	--	--	--	--	--	--	--	--	--

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FIRST

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LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
1 - MAXIMUM OF 240 HRS.
2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--

--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
Y - ELIGIBLE

PERIOD START DATE

--	--

--	--

--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

SDP RECIPIENT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

N - NO
Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
N - NO

COMP. LEAVE STATUS

.....

N - NO
Y - YES

L - 4
1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--	--	--	--	--	--	--	--	--	--

--

--	--	--	--	--	--	--	--	--	--

FIRST

M

LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
 U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
 Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
 U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
 Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
 N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
 1 - MAXIMUM OF 240 HRS.
 2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
 Y - ELIGIBLE

PERIOD START DATE

--	--	--	--	--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

SDP RECIPIENT

N-NO

Y-YES

N - NO
 Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
 N - NO

COMP. LEAVE STATUS

.....

N - NO
 Y - YES

L - 4
 1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--

--

--

FIRST

M

LAST

ANNUAL LEAVE

.....

N -	NOT ELIGIBLE
U -	ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y -	ELIGIBLE

SICK LEAVE

.....

N -	NOT ELIGIBLE
U -	ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y -	ELIGIBLE

FLSA STATUS

.....

E -	EXEMPT
N -	NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 -	NOT ELIGIBLE
1 -	MAXIMUM OF 240 HRS.
2 -	MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--

ON CALL LEAVE STATUS

.....

N -	NOT ELIGIBLE
Y -	ELIGIBLE

PERIOD START DATE

--	--	--	--	--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

SDP RECIPIENT

N-NO

Y-YES

N -	NO
Y -	YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK -	YES
N -	NO

COMP. LEAVE STATUS

.....

N -	NO
Y -	YES

L - 4
1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--	--	--	--	--	--	--	--	--	--

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--	--	--	--	--	--	--	--	--	--

FIRST

M

LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
1 - MAXIMUM OF 240 HRS.
2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
Y - ELIGIBLE

PERIOD START DATE

--	--	--	--	--	--	--	--

SDP PARTICIPANT

N-NO Y-YES

60 DAY LEAVE INDICATOR ..

SDP RECIPIENT

N-NO Y-YES

N - NO
Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
N - NO

COMP. LEAVE STATUS

.....

N - NO
Y - YES

L - 4
1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

EXAMPLE 1

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,66666666600 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 66666666600
NAME-----> WAYNE W WHITE

ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 00/00/0000 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 00/00/0000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

0018W-SDP EMPL DATE MUST NOT BE BLANK
04/10/01 10:16:26 1 M3L1 CIP5 ____

SNAGTHY135 08/002 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,66666666600 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 66666666600
NAME-----> WAYNE W WHITE

R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y NO
FLSA STAT-----> N EXEMPT OVERTIME LEAVE MAX--> 1 0 HOURS
COMP LEAVE STATUS--> N YES SDP PARTICIPANT-----> N YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 0301200100 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 0516198700
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/16/01 11:53:03 1 M3L1 CIP5 ____

SNAGTHY116 08/002 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,666666666600 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 666666666600
NAME-----> WAYNE W WHITE

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> N NON-EXEMPT OVERTIME LEAVE MAX--> 1 240 HOURS
COMP LEAVE STATUS--> N NO SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE--> 05/16/1987
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/11/01 14:50:12 1 M3L1 CIP5 ____

SNAGTWY135 08/002 A
```


EXAMPLE 2

```

IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,01010101000 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 01010101000
NAME-----> TAFT WILBUR

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 00/00/0000 60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 00/00/0000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/11/01 14:54:02 1 M3L1 CIP5 ____

4B SNAGTHY135 08/002 A

```

```

IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,01010101000 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 01010101000
NAME-----> TAFT WILBUR

R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> .50 SDP EMPLOY DATE-----> 0201200100
PERIOD START DATE---> 0301200100 60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 0301200100
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/16/01 12:03:15 1 M3L1 CIP5 ____

4B SNAGTHY116 08/002 A

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```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,01010101000 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 01010101000
NAME-----> TAFT WILBUR

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> .50 SDP EMPLOY DATE-----> 02/01/2001
PERIOD START DATE---> 03/01/2001 60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 03/01/2001
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/16/01 12:08:14 1 M3L1 CIP5 ____

4b SNAGTHV116 08/002 A
```

EXAMPLE 3

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,22422422400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 22422422400
NAME-----> JANE THOMPSON

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 05/01/1980
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/11/01 15:28:01 1 M3L1 CIP5 ____

SNAGTWY135 08/002 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,22422422400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 22422422400
NAME-----> JANE THOMPSON

R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 05/01/1980
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> N YES

04/11/01 15:28:01 1 M3L1 CIP5 ____

SNAGTWY135 24/073 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,22422422400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 22422422400
NAME-----> JANE THOMPSON

ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE--> 05/01/1980
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> N NO

04/11/01 15:31:24 1 M3L1 CIP5 ____

40 SNAGTWY135 08/002 A
```

EXAMPLE 4 a

```

IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00700700700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 00700700700
NAME-----> ROGER MOORE

- ANNUAL LEAVE-----> N NO SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 01/16/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 05/01/1980
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/11/01 15:52:17 1 M3L1 CIP5 ____

SNAGTWY135 08/002 A

```

```

IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00700700700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 00700700700
NAME-----> ROGER MOORE

R ANNUAL LEAVE-----> Y NO SICK LEAVE-----> Y NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 0301200100 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 0110200100 ADJUSTED EMP DATE---> 05/01/1980
END LEAVE DATE-----> 0224200100 PROCESS IND-----> _ YES

04/11/01 15:52:17 1 M3L1 CIP5 ____

SNAGTWY135 08/067 A

```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00700700700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 00700700700
NAME-----> ROGER MOORE

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 01/10/2001 ADJUSTED EMP DATE--> 05/01/1980
END LEAVE DATE-----> 02/24/2001 PROCESS IND-----> _ YES

04/11/01 16:06:26 1 M3L1 CIP5 ____

40 SNAGTHV135 08/002 A
```

EXAMPLE 4 b

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IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00700700700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 00700700700
NAME-----> ROGER MOORE

ANNUAL LEAVE-----> N NO SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 01/16/2001 60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 02/01/1991
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/16/01 13:43:18 1 M3L1 CIP5 ____

4b SNAGTHV116 08/002 A

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IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00700700700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 00700700700
NAME-----> ROGER MOORE

R ANNUAL LEAVE-----> Y NO SICK LEAVE-----> Y NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 0301200100 60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 0416200100
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/16/01 13:43:18 1 M3L1 CIP5 ____

4b SNAGTHV116 15/028 A

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IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,00700700700 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 00700700700
NAME-----> ROGER MOORE

ANNUAL LEAVE----->	Y	YES	SICK LEAVE----->	Y	YES
FLSA STAT----->	E	EXEMPT	OVERTIME LEAVE MAX-->	0	0 HOURS
COMP LEAVE STATUS-->	Y	YES	SDP PARTICIPANT----->	N	NO
ON CALL LEAVE STAT-->	N	NO	SDP RECIPIENT----->	N	NO
PERCENT EMPLOYMENT-->	1.00		SDP EMPLOY DATE----->	00/00/0000	
PERIOD START DATE--->	03/01/2001		60-DAY LEAVE IND----->	N	NO
BEGIN LEAVE DATE---->	00/00/0000		ADJUSTED EMP DATE--->	04/16/2001	
END LEAVE DATE----->	00/00/0000		PROCESS IND----->	_	YES

04/11/01 16:50:36 1 M3L1 CIP5 ____

40 SNAGTHV135 08/002 A

Leave activity reporting form screen i.d. hmsua

PART I
EMPLOYEE DATA

COMPANY NUMBER

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EMPLOYEE NUMBER

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FIRST NAME

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M.I.

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LAST NAME

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PART II
LEAVE TAKEN

LEAVE
TYPE*

HOURS

DATE FROM

DATE TO

COMPANY USE/ INITIALS & DATE

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TOTAL >

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(ADD HOURS AND ENTER THE TOTAL)

PART III
LEAVE EARNED

LEAVE
TYPE*

HOURS

EARNED DATE

COMPANY USE/
INITIALS & DATE

PART IV LEAVE TYPES

BE = BONUS LEAVE EARNED
BT = BONUS LEAVE TAKEN
CS = COMMUNITY SERVICE LEAVE TAKEN
AT = ANNUAL LEAVE TAKEN
SP = SICK TAKEN PERSONAL
SF = SICK TAKEN FAMILY (NON-VSDP)
CT = COMPENSATORY LEAVE TAKEN
ET = EDUCATION LEAVE TAKEN
MT = MILITARY LEAVE TAKEN
JT = ADMINISTRATIVE LEAVE
WT = WORKERS COMPENSATION
XX = LEAVE WITHOUT PAY
OT = OTHER LEAVE
CE = COMPENSATORY LEAVE EARNED
OE = OVERTIME LEAVE EARNED
OX = OVERTIME LEAVE TAKEN
DC = DISABILITY CREDIT TAKEN
FP = FAMILY PERSONAL TAKEN
SD = SHORT TERM DISABILITY LEAVE
RE = RECOGNITION LEAVE EARNED
RT = RECOGNITION LEAVE TAKEN
MO = ORGAN/BONE MARROW LEAVE TAKEN
PL = PRELAYOFF LEAVE TAKEN

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TOTAL >

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(ADD HOURS AND ENTER THE TOTAL)

PART IV
APPROVALS

EMPLOYEE SIGNATURE (FULL NAME)

DATE

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT/SECTION

KEYED BY

DATE

L - 1
1/1/99

BY SIGNING ABOVE WE CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE

Leave activity / maintenance batch totals
screen i.d. hmsuc

COMPANY NUMBER

0	0			
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BATCH NUMBER

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TOTAL TRANSACTIONS (LINES)

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TOTAL HOURS (ABSOLUTE VALUE)

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BATCH TYPE

A – ACTIVITY
_____ M – MAINTENANCE

PREPARED BY

DATE

APPROVED BY

DATE

KEYED BY

DATE

L-3
4/1/91

> GUH 10010,1,1

ON HMSUA

_ COMPANY--> 10010 BATCH--> 00001 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000
00000000000	—	000.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

04/04/1999

11:21:47 M2L1 ACTION ____

> GUH 10010,00002,01

ON HMSUC

----LEAVE ACCOUNTING BATCH TOTALS----

_ COMPANY--> 10010 BATCH--> 00002 STATUS--> OUT OF BALANCE

	TRANSACTIONS	HOURS
ENTERED	00	00000.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

04/04/1999 14:23:53 M2L1 ACTION ____

ACTIVITY BATCH PROCESSING

1. Allison Wilson (19191919100), a non participant in the VSDP, has submitted a request to schedule a vacation day for next Monday. Her request was approved by her supervisor.
2. Jessica Ward (16161616100), a participant in the VSDP, has been out on 80% short term disability for 40 hours. Please record these hours as short term disability
3. Joseph Reid (13131313100) has requested three days of family/personal leave. His leave was approved by his supervisor
4. Robert Rogers (88888888800) a VSDP participant, had the flu last Monday and Tuesday and did not come to work. Please record these two days as sick leave.
5. Sally Strider (12121212100) a non-participant in the VSDP was out sick for 2 days. Please record these absences as sick leave.
6. David Namesmith (99999999900) a non VSDP participant, took Monday off as a sick family day. Please enter the transaction as requested. Notice the on-line error message when entering this transaction.
7. Alfred Nelson (33333333300) worked eight hours last Saturday, 02/19/2005, and he would like to have these hours recorded as compensatory leave earned.
8. Jane Ellison (22222222200) has been notified that she will be layed off within the next 30 days. She has been granted 40 hours of Prelay Off leave to allow her to seek alternative employment in other state agencies or with other employers.

***COMPLETE THE LEAVE ACTIVITY/MAINTENANCE BATCH TOTAL FORM (L-3) FOR
EXAMPLES 5 - 11. THIS IS BATCH NUMBER 1.***

Leave activity reporting form screen i.d. hmsua

PART I
EMPLOYEE DATA

COMPANY NUMBER

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EMPLOYEE NUMBER

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FIRST NAME

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M.I.

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LAST NAME

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PART II
LEAVE TAKEN

LEAVE
TYPE*

HOURS

DATE FROM

DATE TO

COMPANY USE/ INITIALS & DATE

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TOTAL >

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(ADD HOURS AND ENTER THE TOTAL)

PART III
LEAVE EARNED

LEAVE
TYPE*

HOURS

EARNED DATE

COMPANY USE/
INITIALS & DATE

PART IV LEAVE TYPES

BE = BONUS LEAVE EARNED
BT = BONUS LEAVE TAKEN
CS = COMMUNITY SERVICE LEAVE TAKEN
AT = ANNUAL LEAVE TAKEN
SP = SICK TAKEN PERSONAL
SF = SICK TAKEN FAMILY (NON-VSDP)
CT = COMPENSATORY LEAVE TAKEN
ET = EDUCATION LEAVE TAKEN
MT = MILITARY LEAVE TAKEN
JT = ADMINISTRATIVE LEAVE
WT = WORKERS COMPENSATION
XX = LEAVE WITHOUT PAY
OT = OTHER LEAVE
CE = COMPENSATORY LEAVE EARNED
OE = OVERTIME LEAVE EARNED
OX = OVERTIME LEAVE TAKEN
DC = DISABILITY CREDIT TAKEN
FP = FAMILY PERSONAL TAKEN
SD = SHORT TERM DISABILITY LEAVE
RE = RECOGNITION LEAVE EARNED
RT = RECOGNITION LEAVE TAKEN
MO = ORGAN/BONE MARROW LEAVE TAKEN
PL = PRELAYOFF LEAVE TAKEN

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TOTAL >

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(ADD HOURS AND ENTER THE TOTAL)

PART IV
APPROVALS

EMPLOYEE SIGNATURE (FULL NAME)

DATE

SUPERVISOR'S SIGNATURE

DATE

DEPARTMENT/SECTION

KEYED BY

DATE

L - 1
1/1/99

BY SIGNING ABOVE WE CERTIFY THAT THE INFORMATION ON THIS FORM IS ACCURATE AND COMPLETE

COMPANY NUMBER

0	0			
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BATCH NUMBER

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TOTAL TRANSACTIONS (LINES)

--	--

TOTAL HOURS (ABSOLUTE VALUE)

				.	
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BATCH TYPE

A – ACTIVITY
_____ M – MAINTENANCE

ACTIVITY EXAMPLES 1, 2, 3, 4, 5, 6, 7, & 8.

IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,1,1 ON HMSUA

COMPANY--> 10010 BATCH--> 00001 PAGE--> 01 STATUS--> NEW BATCH

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
0000000000	—	000.0	00/00/0000	00/00/0000
0000000000	—	000.0	00/00/0000	00/00/0000
0000000000	—	000.0	00/00/0000	00/00/0000
0000000000	—	000.0	00/00/0000	00/00/0000
0000000000	—	000.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

04/11/01 16:56:55 1 M3L1 CIP5 ____

4b SNAGTHY135 04/006 A

IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,1,1 ON HMSUA

I COMPANY--> 10010 BATCH--> 00001 PAGE--> 01 STATUS--> NEW BATCH

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE HOURS	DATE FROM	DATE TO
191919100	AT	008.0	0225200100	02/25/2001
161616100	SD	040.0	0225200100	0309200100
131313100	FP	024.0	0225200100	0227200100
888888800	SP	016.0	0225200100	0226200100
121212100	SP	016.0	0225200100	0226200100

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

0014F-INVALID LV TYPE FOR NON SDP RECP

04/11/01 17:02:48 1 M3L1 CIP5 ____

4b SNAGTHY135 13/016 A

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> C 10010,00001,02 ON HMSUA

I COMPANY--> 10010 BATCH--> 00001 PAGE--> 02 STATUS--> NEW BATCH

----- LEAVE ACTIVITY DETAIL -----

EMPLOYEE LEAVE LEAVE DATE DATE
NUMBER TYPE HOURS FROM TO
99999999900 SF 008.0 0225200100 02/25/2001
33333333300 CE 008.0 0219200100 02/19/2001
22222222200 PL 040.0 0225200100 02/25/2001
00000000000 — 000.0 00/00/0000 00/00/0000
00000000000 — 000.0 00/00/0000 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> Y

0007W-LEAVE HOUR BALANCE EXCEEDS LIMIT

04/13/01 15:32:13 1 M3L1 CIP5 ____

SNAGTHY127 12/016 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00001,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 10010 BATCH--> 00001 STATUS--> OUT OF BALANCE

-
TRANSACTIONS HOURS
ENTERED 00 00000.0
CALCULATED 00 00000.0
-----
DIFFERENCE 00 00000.0

04/12/01 15:40:13 1 M3L1 CIP5 ____

4B SNAGTHV127 08/002 A
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IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00001,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 10010 BATCH--> 00001 STATUS--> OUT OF BALANCE

R
TRANSACTIONS HOURS
ENTERED 00 00160.0
CALCULATED 00 00000.0
-----
DIFFERENCE 00 00000.0

04/13/01 15:49:56 1 M3L1 CIP5 ____

4B SNAGTHV127 08/002 A
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IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00001,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 10010 BATCH--> 00001 STATUS--> IN BALANCE

-
TRANSACTIONS HOURS
ENTERED 00 00160.0
CALCULATED 00 00160.0
-----
DIFFERENCE 00 00000.0

04/13/01 15:51:44 1 M3L1 CIP5 ____

4B SNAGTHV127 08/002 A
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Leave maintenance form
screen i.d. hmsum

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EXPLANATION/AUTHENTICATION:

L-2
4/1/91

> GUH 10010,2,1

ON HMSUM

_ COMPANY--> 10010 BATCH--> 00002 PAGE--> 01 STATUS--> NEW BATCH

---- LEAVE ACTIVITY DETAIL ----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

04/04/1999 11:21:47 M2L1 ACTION ____

> GUH 10010,00002,01

ON HMSUC

----LEAVE ACCOUNTING BATCH TOTALS----

_ COMPANY--> 10010 BATCH--> 00002 STATUS--> OUT OF BALANCE

	TRANSACTIONS	HOURS
ENTERED	00	00000.0
CALCULATED	00	00000.0
-----	--	-----
DIFFERENCE	00	00000.0

04/04/1999 14:23:53 M2L1 ACTION ____

MAINTENANCE BATCH PROCESSING

1. Phillip Randall (15151515100) a non-participant in the VSDP, has recently transferred from another agency. Previously Phillip had accrued 100.0 hours of annual leave, 280.8 hours of sick personal leave and 24.0 hours of sick family leave. Mr. Randall is an exempt employee, 100% employed, not eligible to earn overtime or compensatory leave and has 5 years of prior service. **(For training only, please include the SF transaction when completing the maintenance form.)**
2. Clarence Franke (18181818100) a non-participant in the VSDP took last week off as vacation. His request was approved and had previously been keyed. Wednesday of last week Mr. Franke developed appendicitis and was in the hospital Wednesday, Thursday, and Friday. Please credit his annual leave and charge the hours for Wednesday through Friday to sick personal.
3. Carol Martin (48484848400) a non-participant in the VSDP, previously submitted a request to take off last Wednesday. Her annual leave balance at that time was 16.0 hours. This request was approved and keyed. During the same period it was noted that the transaction was erroneously keyed as 80.0 hours of annual leave taken (AT) instead of 8.0 hours which has now put the employee on LWOP for the current period in the amount of 64.0 hours. Please make the necessary entries to correct this error and ensure that the employee will accrue leave for the current period.
4. Alicia Johnson (44444444400) transferred to your agency from another agency. Alicia is a participant in the VSDP and is bringing 72 hours of sick personal leave, 40 hours of family/personal leave, 232 hours of annual leave and 1500 hours of unused disability credits. Ms. Johnson has 20 years of state service dating back to 02/01/1979. She is exempt from compensatory leave earnings, but subject to FLSA with an overtime accrual limit of 240 hours and she is a full time employee

COMPLETE THE LEAVE ACTIVITY/MAINTENANCE BATCH TOTAL FORM (L-3) FOR EXAMPLES 12 - 15. THIS IS BATCH NUMBER 2.

5. Timothy McLelland (77777777700) a non-participant in the VSDP, previously submitted a request to take off last Thursday and Friday. This request was approved and has already been keyed. Mr. McLelland was unexpectedly called back into work for five hours on Friday. Please credit Mr. McLelland's balance accordingly.

COMPLETE THE LEAVE ACTIVITY/MAINTENANCE BATCH TOTAL FORM (L-3) FOR EXAMPLE 16. THIS IS BATCH NUMBER 3.

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
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Employee Number

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EMPLOYEE NAME

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FIRST

M

LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
 U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
 Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
 U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
 Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
 N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
 1 - MAXIMUM OF 240 HRS.
 2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
 Y - ELIGIBLE

PERIOD START DATE

--	--

--	--

--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

SDP RECIPIENT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

N - NO
 Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
 N - NO

COMP. LEAVE STATUS

.....

N - NO
 Y - YES

L - 4
 1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--	--	--	--	--	--	--	--	--	--

--

--	--	--	--	--	--	--	--	--	--

FIRST

M

LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
1 - MAXIMUM OF 240 HRS.
2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
Y - ELIGIBLE

PERIOD START DATE

--	--

--	--

--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

SDP RECIPIENT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

N - NO
Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
N - NO

COMP. LEAVE STATUS

.....

N - NO
Y - YES

L - 4
1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

LEAVE STATUS INQUIRY/UPDATE FORM

SCREEN ID: HPIUS

Company Number

0	0			
---	---	--	--	--

Employee Number

--	--	--	--	--	--	--	--	--	--

EMPLOYEE NAME

--	--	--	--	--	--	--	--	--	--

--

--	--	--	--	--	--	--	--	--	--

FIRST

M

LAST

ANNUAL LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

SICK LEAVE

.....

N - NOT ELIGIBLE
U - ELIGIBLE, DO NOT ACCRUE CURRENT PERIOD
Y - ELIGIBLE

FLSA STATUS

.....

E - EXEMPT
N - NON-EXEMPT

OVERTIME LEAVE MAXIMUM

.....

0 - NOT ELIGIBLE
1 - MAXIMUM OF 240 HRS.
2 - MAXIMUM OF 480 HRS.

PERCENT EMPLOYMENT

--	--	--	--

ON CALL LEAVE STATUS

.....

N - NOT ELIGIBLE
Y - ELIGIBLE

PERIOD START DATE

--	--

--	--

--	--	--	--

SDP PARTICIPANT

N-NO

Y-YES

SDP RECIPIENT

N-NO

Y-YES

60 DAY LEAVE INDICATOR ..

N - NO
Y - YES

SDP EMPLOY DATE

BEGIN LEAVE DATE

END LEAVE DATE

ADJUSTED EMP. DATE

PROCESS INDICATOR

.....

BLANK - YES
N - NO

COMP. LEAVE STATUS

.....

N - NO
Y - YES

L - 4
1/1/99

EXPLANATION OF CHANGES ENTERED:

PREPARED BY

DATE

KEYED BY

DATE

Leave maintenance form

COMPANY NUMBER	FIRST NAME	MI	LAST NAME
<div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div></div>	<div></div>

EMPLOYEE NUMBER
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

EXPLANATION/AUTHENTICATION: _____

PREPARED BY	DATE	APPROVED BY	DATE
KEYED BY	DATE		

L-2
4/1/91

Leave maintenance form
screen i.d. hmsum

COMPANY NUMBER	FIRST NAME	MI	LAST NAME
<div><div></div><div></div><div></div><div></div><div></div></div>	<div></div>	<div></div>	<div></div>

EMPLOYEE NUMBER
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<div><div></div><div></div></div>	<div></div>	<div><div></div><div></div><div></div><div></div></div> . <div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

EXPLANATION/AUTHENTICATION: _____

PREPARED BY	DATE	APPROVED BY	DATE
KEYED BY	DATE		

L-2
4/1/91

COMPANY NUMBER

0	0			
---	---	--	--	--

BATCH NUMBER

--	--	--	--	--

TOTAL TRANSACTIONS (LINES)

--	--

TOTAL HOURS (ABSOLUTE VALUE)

				.	
--	--	--	--	---	--

BATCH TYPE

A – ACTIVITY
_____ M – MAINTENANCE

MAINTENANCE EXAMPLE 1

IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,15151515100 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 15151515100
NAME-----> PHILLIP RANDALL

ANNUAL LEAVE-----> Y YES	SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT	OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES	SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO	SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00	SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 00/00/0000	60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE--> 00/00/0000	ADJUSTED EMP DATE--> 00/00/0000
END LEAVE DATE-----> 00/00/0000	PROCESS IND-----> _ YES

04/12/01 16:09:47 1 M3L1 CIP5 ____

SNAGTHY127 08/002 A

IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,15151515100 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 15151515100
NAME-----> PHILLIP RANDALL

R ANNUAL LEAVE-----> Y YES	SICK LEAVE-----> Y NO
FLSA STAT-----> E EXEMPT	OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> N YES	SDP PARTICIPANT-----> N YES
ON CALL LEAVE STAT--> N NO	SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00	SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 0301200100	60-DAY LEAVE IND-----> N NO
BEGIN LEAVE DATE--> 00/00/0000	ADJUSTED EMP DATE--> 0301199600
END LEAVE DATE-----> 00/00/0000	PROCESS IND-----> _ YES

04/16/01 13:57:07 1 M3L1 CIP5 ____

SNAGTHY116 08/002 A

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,15151515100 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 15151515100
NAME-----> PHILLIP RANDALL

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> N NO SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE--> 03/01/1996
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/12/01 16:24:05 1 M3L1 CIP5 ____

SNAGTHY127 08/002 A
```

MAINTENANCE EXAMPLE 3

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,48484848400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 48484848400
NAME-----> CAROL MARTIN

- ANNUAL LEAVE-----> U USE SICK LEAVE-----> U USE
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE--> 03/16/1989
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/13/01 11:33:37 1 M3L1 CIP5 ____

SNAGTHY127 08/002 A
```

```
IRMA WorkStation: 3270 Terminal - [ session* [A]]
File Edit Controls Settings Window Help
> GUH 10010,48484848400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 48484848400
NAME-----> CAROL MARTIN

R ANNUAL LEAVE-----> Y USE SICK LEAVE-----> Y USE
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 03/16/1989
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/13/01 11:33:37 1 M3L1 CIP5 ____

SNAGTHY127 14/067 A
```

```
IRMA WorkStation: 3270 Terminal - [ session* [A]]
File Edit Controls Settings Window Help
> GUH 10010,48484848400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 48484848400
NAME-----> CAROL MARTIN

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> Y YES
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> N NO
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE---> 03/01/2001 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE---> 03/16/1989
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/13/01 11:38:19 1 M3L1 CIP5 ____

SNAGTHY127 08/002 A
```


MAINTENANCE EXAMPLE 4

```

IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,4444444400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 4444444400
NAME-----> ALICIA J JOHNSON

- ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> E EXEMPT OVERTIME LEAVE MAX--> 0 0 HOURS
COMP LEAVE STATUS--> Y YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 00/00/0000
PERIOD START DATE--> 00/00/0000 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE--> 00/00/0000
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/12/01 16:51:33 1 M3L1 CIP5 ____

SNAGTHY127 08/002 A

```

```

IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,4444444400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 4444444400
NAME-----> ALICIA J JOHNSON

R ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO
FLSA STAT-----> N EXEMPT OVERTIME LEAVE MAX--> 1 0 HOURS
COMP LEAVE STATUS--> N YES SDP PARTICIPANT-----> Y YES
ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO
PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 0201198100
PERIOD START DATE--> 0301200100 60-DAY LEAVE IND----> N NO
BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE--> 0301198100
END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/13/01 09:35:49 1 M3L1 CIP5 ____

SNAGTHY127 15/028 A

```

IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,4444444400 ON HPIUS

-----EMPLOYEE LEAVE STATUS-----

COMPANY--> 10010 EMPLOYEE NO-----> 4444444400

NAME-----> ALICIA J JOHNSON

ANNUAL LEAVE-----> Y YES SICK LEAVE-----> N NO

FLSA STAT-----> N NON-EXEMPT OVERTIME LEAVE MAX--> 1 240 HOURS

COMP LEAVE STATUS--> N NO SDP PARTICIPANT-----> Y YES

ON CALL LEAVE STAT--> N NO SDP RECIPIENT-----> N NO

PERCENT EMPLOYMENT--> 1.00 SDP EMPLOY DATE-----> 02/01/1981

PERIOD START DATE----> 03/01/2001 60-DAY LEAVE IND-----> N NO

BEGIN LEAVE DATE----> 00/00/0000 ADJUSTED EMP DATE--> 03/01/1981

END LEAVE DATE-----> 00/00/0000 PROCESS IND-----> _ YES

04/13/01 09:44:00 1 M3L1 CIP5 ____

40

SNAGTHV127 08/002 A

MAINTENANCE EXAMPLES 1, 2, 3, & 4

IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,2,1 ON HMSUM

COMPANY--> 10010 BATCH--> 00002 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000
00000000000	—	—	000.0	00/00/0000	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

04/13/01 10:36:47 1 M3L1 CIP5 ____

SNAGTWY127 04/006 A

IRMA WorkStation: 3270 Terminal - [sessiona* [A]]

File Edit Controls Settings Window Help

> GUH 10010,2,1 ON HMSUM

I COMPANY--> 10010 BATCH--> 00002 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE NUMBER	LEAVE TYPE	LEAVE SIGN	LEAVE HOURS	DATE FROM	DATE TO
15151515100	NA	—	100.0	0225200100	00/00/0000
00000000000	NS	—	304.8	0225200100	00/00/0000
00000000000	SF	—	024.0	0225200100	00/00/0000
18181818100	AT	N	024.0	0225200100	00/00/0000
00000000000	SP	—	024.0	0225200100	00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

04/13/01 10:36:47 1 M3L1 CIP5 ____

SNAGTWY127 16/061 A

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> C 10010,00002,02 ON HMSUM

I COMPANY--> 10010 BATCH--> 00002 PAGE--> 02 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE LEAVE LEAVE LEAVE DATE DATE
NUMBER TYPE SIGN HOURS FROM TO

48484848400 XX N 064.0 0225200100 00/00/0000
00000000000 AT N 008.0 0225200100 00/00/0000
44444444400 NS - 072.0 0225200100 00/00/0000
00000000000 NF - 040.0 0225200100 00/00/0000
00000000000 NA - 232.0 0225200100 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

04/13/01 10:49:24 1 M3L1 CIP5 ____

SNAGTHY127 16/061 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> C 10010,00002,03 ON HMSUM

I COMPANY--> 10010 BATCH--> 00002 PAGE--> 03 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE LEAVE LEAVE LEAVE DATE DATE
NUMBER TYPE SIGN HOURS FROM TO

44444444400 ND - 750.0 0225200100 00/00/0000
00000000000 ND - 750.0 0225200100 00/00/0000
00000000000 - - 000.0 00/00/0000 00/00/0000
00000000000 - - 000.0 00/00/0000 00/00/0000
00000000000 - - 000.0 00/00/0000 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> Y

A287W-NO RECORD/S FOUND

04/13/01 10:52:11 1 M3L1 CIP5 ____

SNAGTHY127 24/073 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00002,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 10010      BATCH--> 00002  STATUS-->  IN BALANCE
-
      TRANSACTIONS    HOURS
ENTERED      12      02392.8
CALCULATED   12      02392.8
-----
DIFFERENCE   00      00000.0

04/13/01  11:29:45 1 M3L1 CIP5 ____

40 SNAGTWY127 08/002 A
```


COMPANY NUMBER

0	0			
---	---	--	--	--

BATCH NUMBER

--	--	--	--	--

TOTAL TRANSACTIONS (LINES)

--	--

TOTAL HOURS (ABSOLUTE VALUE)

				.	
--	--	--	--	---	--

BATCH TYPE

A – ACTIVITY
_____ M – MAINTENANCE

MAINTENANCE EXAMPLE 5

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,3,1 ON HMSUM

COMPANY--> 10010 BATCH--> 00003 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE LEAVE LEAVE LEAVE DATE DATE
NUMBER TYPE SIGN HOURS FROM TO

000000000000 --- -- 000.0 00/00/0000 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> _

A287W-NO RECORD/S FOUND

04/13/01 11:42:51 1 M3L1 CIP5 ____

40 SNAGTHY127 04/006 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,3,1 ON HMSUM

I COMPANY--> 10010 BATCH--> 00003 PAGE--> 01 STATUS--> NEW BATCH

----- LEAVE MAINTENANCE DETAIL -----

EMPLOYEE LEAVE LEAVE LEAVE DATE DATE
NUMBER TYPE SIGN HOURS FROM TO

77777777700 AT N 005.0 0225200100 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000
000000000000 --- -- 000.0 00/00/0000 00/00/0000

ENTER 'Y' WHEN BATCH IS COMPLETE--> Y

A287W-NO RECORD/S FOUND

04/13/01 11:42:51 1 M3L1 CIP5 ____

40 SNAGTHY127 24/073 A
```



```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00003,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 10010 BATCH--> 00003 STATUS--> OUT OF BALANCE

-
TRANSACTIONS HOURS
ENTERED 00 00000.0
CALCULATED 00 00000.0
-----
DIFFERENCE 00 00000.0

04/13/01 11:45:31 1 M3L1 CIP5 ____

SNAGTHY127 08/002 A
```

```
IRMA WorkStation: 3270 Terminal - [ sessiona* [A]]
File Edit Controls Settings Window Help
> GUH 10010,00003,01 ON HMSUC

-----LEAVE ACCOUNTING BATCH TOTALS-----

COMPANY--> 10010 BATCH--> 00003 STATUS--> OUT OF BALANCE

R
TRANSACTIONS HOURS
ENTERED 01 00005.0
CALCULATED 00 00000.0
-----
DIFFERENCE 00 00000.0

04/13/01 11:59:00 1 M3L1 CIP5 ____

SNAGTHY127 10/053 A
```

BATCH DELETION

1. Delete the maintenance batch number 3 for Timothy McLelland.

> GUH 10010,3,1

ON HMSUD

--- LEAVE ACCOUNTING BATCH DELETION ---

COMPANY---> 10010

BATCH NUMBER--> 00003

—

BATCH TYPE
MAINTENANCE

BATCH STATUS
IN BALANCE

DATE
CREATED
03/16/1999

DATE
CHANGED
03/16/1999

W A R N I N G

THIS SCREEN WILL COMPLETELY DELETE THE BATCH NAMED ABOVE
TO COMPLETE THE DELETION PROCESS, PUT A "Y" INTO THE
PROMPT FIELD. ANY OTHER ACTION WILL NOT DELETE THE BATCH.

DELETE THIS BATCH (Y/N)? _

04/05/1999 07:20:20 M2L1 ACTION ____

> C

10010,00003,01

ON HMSUS

----- LEAVE ACCOUNTING BATCH SUMMARY -----

COMPANY---> 10010

BATCH NUMBER	BATCH TYPE	BATCH STATUS	DATE CREATED	DATE CHANGED
00001	ACTIVITY	IN BALANCE	03/16/1999	03/16/1999
00002	MAINTENANCE	IN BALANCE	03/16/1999	03/16/1999
00002	MAINTENANCE	IN BALANCE	03/16/1999	03/16/1999
00003	MAINTENANCE	DELETED	03/16/1999	03/16/1999

A205W-END OF LIST

04/05/1999 08:46:38 M2L1 ACTION _____

ON LINE VIEWING and HISTORY REQUEST

1. Scott Alcott (14141414100) a VSDP participant, has requested vacation for two weeks beginning this Thursday. His supervisor is on the telephone and would like to know how much leave Scott has left including compensatory hours and the dates the compensatory leave will expire. Mr. Alcott's supervisor also would like for you to request a hard copy history report to be forwarded to his attention.

> GD 10010,14141414100

ON HPHUN

----- LEAVE BALANCES -----

COMPANY--> 10010 EMPLOYEE NUMBER--> 14141414100
NAME-----> SCOTT ALCOTT

TYPE	STATUS	JANUARY 1 -- BALANCE	-- EARNED ---- PERIOD YTD		---- USED ---- PERIOD YTD		CURRENT BALANCE
ANNUAL	YES	.0	.0	.0	.0	.0	40.0
SICK	YES	.0	.0	.0	.0	.0	40.0
SICK FAM	YES				.0	.0	
OVERTIME	0	.0	.0	.0	.0	.0	.0
COMP TIME	YES	.0	.0	.0	.0	.0	10.0
ON CALL	NO	.0	.0	.0	.0	.0	.0
LWOP TIME					.0	.0	
FAMILY/PER	NO	.0			.0	.0	.0
DIS CREDIT		.0			.0	.0	.0
BONUS LEAVE		.0	.0	.0	.0	.0	.0
YTD LV ACC	CIVIL	EDUC	MILIT	WRK CMP	OTHER	SCH ASST	DISAB
YTD USED	.0	.0	.0	.0	.0	.0	.0

03/26/1999 16:13:19 M3L1 CIP5 ____

> C 10010,14141414100

ON HPFUN

----- EMPLOYEE COMPENSATORY LEAVE BALANCES -----

COMPANY--> 10010 EMP NO----->14141414100
NAME-----> SCOTT ALCOTT

--- COMPENSATORY BALANCE TOTALS ---

STATUS YES		---EARNED --- PERIOD YTD		---- USED ---- PERIOD YTD		CURRENT BALANCE	
		.0	.0	.0	.0		10.0
--- PERIOD ---		--- PERIOD ---		--- PERIOD ---		--- PERIOD ---	
START	BALANCE	START	BALANCE	START	BALANCE	START	BALANCE
03/16/1999	.0	12/16/1998	.0	09/16/1998	.0	06/16/1998	2.0
03/01/1999	.0	12/01/1998	.0	09/01/1998	.0	06/01/1998	.0
02/16/1999	.0	11/16/1998	.0	08/16/1998	.0	05/16/1998	.0
02/01/1999	.0	11/01/1998	.0	08/01/1998	.0	05/01/1998	.0
01/16/1999	.0	10/16/1998	8.0	07/16/1998	.0	04/16/1998	.0
01/01/1999	.0	10/01/1998	.0	07/01/1998	.0	04/01/1998	.0
						03/16/1998	.0

A205W-END OF LIST

04/05/1999 09:22:55 M2L1 ACTION ____

> C 10010,14141414100

ON HPDUN

----- EMPLOYEE BONUS LEAVE BALANCES -----

COMPANY--> 10010 EMP NO----->14141414100

NAME-----> SCOTT ALCOTT

--- BONUS BALANCE TOTALS ---

STATUS	---EARNED---		----USED----		CURRENT BALANCE
	PERIOD	YTD	PERIOD	YTD	
YES	.0	.0	.0	.0	0.0

---- PERIOD ----		---- PERIOD ----		---- PERIOD ----		---- PERIOD ----	
START	BALANCE	START	BALANCE	START	BALANCE	START	BALANCE
03/16/1999	.0	12/16/1998	.0	09/16/1998	.0	06/16/1998	.0
03/01/1999	.0	12/01/1998	.0	09/01/1998	.0	06/01/1998	.0
02/16/1999	.0	11/16/1998	.0	08/16/1998	.0	05/16/1998	.0
02/01/1999	.0	11/01/1998	.0	08/01/1998	.0	05/01/1998	.0
01/16/1999	.0	10/16/1998	.0	07/16/1998	.0	04/16/1998	.0
01/01/1999	.0	10/01/1998	.0	07/01/1998	.0	04/01/1998	.0
						03/16/1998	.0

A205W-END OF LIST

04/05/1999 09:22:55 M2L1 ACTION ____

Leave history request

screen i.d. hqfu1

COMPANY NUMBER

0	0			
---	---	--	--	--

REQUEST NUMBER

--	--	--	--	--	--	--	--	--	--	--

TYPE (OPTIONAL)

--	--	--	--	--	--	--	--	--

EMPLOYEE NAME (OPTIONAL)

FIRST NAME

--

M.
I.

--

LAST NAME

--

PREPARED BY

DATE

APPROVED BY

DATE

KEYED BY

DATE

L-7 4/1/91

> GUH 10010

ON HQFU1

----- AGENCY LEAVE HISTORY REQUESTS -----

_ AGENCY --> 00000

REQUEST 1 --> 00000000000	REQUEST 2 --> 00000000000
REQUEST 3 --> 00000000000	REQUEST 4 --> 00000000000
REQUEST 5 --> 00000000000	REQUEST 6 --> 00000000000
REQUEST 7 --> 00000000000	REQUEST 8 --> 00000000000
REQUEST 9 --> 00000000000	REQUEST 10 --> 00000000000
REQUEST 11 --> 00000000000	REQUEST 12 --> 00000000000
REQUEST 13 --> 00000000000	REQUEST 14 --> 00000000000
REQUEST 15 --> 00000000000	REQUEST 16 --> 00000000000
REQUEST 17 --> 00000000000	REQUEST 18 --> 00000000000
REQUEST 19 --> 00000000000	REQUEST 20 --> 00000000000

A287W-NO RECORD/S FOUND

04/05/1999 09:24:21 M2L1 ACTION ____
